

# COLLECTORATE, JAJPUR

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[DISTRICT ELECTION SECTION]

Letter No. 211 /Date: 05/02/2024

## TENDER CALL NOTICE

In pursuance of letter No.12749/Elec. dated 21.12.2023 of Joint Chief Electoral Officer-cum-Joint Secretary to Government, Home(Elections) Department, Odisha, Bhubaneswar, sealed tender in the enclosed format in **Annexure-A** invited from the intending local bonafied suppliers / Agencies / firms for supply of Election Material (Consumables & Non-Consumables) as per the specifications mentioned at **Annexure-A** in connection with Simultaneous General Elections-2024.

SCHEDULE OF EVENTS	
1.Last date for receipt of Quotations	15.02.2024 by 5.00 pm (during Office hour)
2.Opening of Tender Paper/Bids	16.02.2024 at 4.00 pm

The tender documents are available in the website of CEO, Odisha & District website <https://jajpur.nic.in> . Interested bidders can download the tender documents from the website and sealed tender paper should be dropped into the Tender Box meant for the purpose kept in the District Election Office, Jajpur or submitted through Speed Post/ Registered Post along with security money (refundable) of Rs.25,000/-(Rupees Twenty-five Thousand) only and Rs.500/-(Rupees five hundred) only towards cost of tender paper (Non-Refundable) in shape of Bank Draft drawn in favour of Deputy Collector, Election, Collectorate, Jajpur payable at S.B.I., Jajpur Town Branch.

**Canvassing in any form shall be liable for disqualification.** No Bid will be received after due time.

The DEO & Collector, **Jajpur** reserves the right to accept or reject any or all the tenders without assigning any reason thereof and also issue Corrigendum/ addendum to the Tender Call Notice ,which will be published in the District Website/ Office Notice Board, if felt necessary. Hence, the bidders are advised to visit frequently the District Website i.e. <https://Jajpur.nic.in> to track any modifications/ corrigendum etc. or to know the details of articles as per specifications issued by the CEO, Odisha.

DEO & Collector, Jajpur

Terms and Conditions:

- 1) The interested supplier/ firms should submit quotations in a sealed envelope. All the pages of the tender papers should be signed with seal of the firms/ agencies.
- 2) The sealed envelope containing the proposals must be delivered to the District Election Officer & Collector, Jajpur by registered post/ speed post/ drop box kept in District Election Office, Jajpur with super scribed the item of quotation. Bids received after due date will not be entertained and shall liable for rejection.
- 3) The tender paper can be obtained from the office of District Election Officer & Collector, Jajpur or can be downloaded from District website <https://Jajpur.nic.in>
- 4) Photocopy of valid PAN CARD, GSTIN registration certificate, must be enclosed by the tenderers. The tenderers must submit GSTIN Return/ Income Tax clearance (preceding 3 years) etc.
- 5) The tenderers must come with sample with specification at the time of opening of the tender in separate packet super scribed" Sample of the articles and name of the tenderer and to be produced before the purchase committee during opening of tenders.
- 6) Any legal dispute arises out of this is subject to jurisdiction of Jajpur only.
- 7) The tenderer should have not been blacklisted by any Government organization, If found later on, the action shall be initiated against the firm as per the law.
- 8) Delivery must be made to the District Election Office, Jajpur within seven days from the date of order.
- 9) The District Election Officer & Collector, Jajpur reserves the right to accept or reject any or all the quotations without assigning any reason thereof and also has the right to allot / distribute the work to L2 supplier/ firm at the Lowest (L 1) rate in case of LI bidder fails to deliver items within the stipulated time.
- 10) In case of breach of any terms and conditions and failure to supply the required materials by the successful bidder, the District Election Officer & Collector, Jajpur will have the right to cancel the order/ contract without assigning any reason thereof.
- 11) The intending tenderer may ascertain the specification of articles from District Election Office, Jajpur.
- 12) The earnest money / security money will be released only after satisfactory performance of supply.
- 13) In case if failure to supply the required quantity of election material in full with specification within the stipulated period , the security deposit of the tenders will be forfeited.
- 14) The price quoted in the tender will include all taxes, transportation charges.
- 15) The required quantity of election material in full with specification within the stipulated period shall be delivered in good condition in the District Election Office, Jajpur.
- 16) Payment will be made after receipt of the invoice/ bills & proper verification.

  
DEO & Collector, Jajpur

Memo No. 212

dated: 05 / 02 /2024.

Copy to all the District Level Officers/ Sub-Collector, Jajpur / all BDOs/ all Tahasildars / all CDPOs / Executive Officers of ULB for information with a request to publish the notice in their Office Notice Board for wide publicity among the General Public.

  
DEO & Collector, Jajpur

Memo No. 213

dated: 05 / 02 /2024.

Copy to all members of the District Purchase Committee for information and necessary action.

  
DEO & Collector, Jajpur

Memo No. 214

dated: 05 / 02 /2024.

Copy to the DIO, NIC, Collectorate, Jajpur for information and necessary dissemination of the information in the District website.

  
DEO & Collector, Jajpur

Memo No. 215

dated: 05 / 02 /2024.

Copy to DI & PRO Jajpur for wide publicity through Print media in two nos of Oriya Paper and one English Paper / Notice Board, Collectorate, Jajpur.

  
DEO & Collector, Jajpur

Memo No. 216

dated: 05 / 02 /2024.

Copy submitted to Joint CEO-Cum-Joint Secretary to Govt, Home(Elections) Department, Odisha, Bhubaneswar for information with reference to his letter no-12749 dt. 21.12.2023 & No-20 dt. 01 01 2024.

  
DEO & Collector, Jajpur

List of stationery election material required

Sl.	Item	Quantity required	Rate Quoted per number/packet
1.	Small Container Plastic Clear Box with Lock lid (12 x 19 x 5 Cm ) affixed with sticker Showing election details, AC/ PC details and list of articles)	1800 nos.	
2.	Distinguish mark Rubber Stamp (Round shape) Size-3 cm	1800 nos.	
3.	Mock Poll slip rubber stamp ( size- 2 x 3.5 cm)	1800 nos.	
4.	Black colour envelop (Size- 12 x 27 cm)	3600 nos.	
5.	Big Container Plastic Clear Box with Lock lid (19 x 28 x 7 Cm ) affixed with sticker Showing election details, AC/ PC details and list of articles)	1800nos.	
6.	Stamp pad(purple colour) Size-8.8 x 5.4 cm	1800 nos.	
7.	Match Box	1800 nos.	
8.	"Presiding Officer " Signboard with ECI logo. (200 GSM glossy Yellow Colour paper,Size-26.5 x 15 CM)	1800 nos.	
9.	"Polling Officer-1 " Signboard with ECI logo. (200 GSM glossy Yellow Colour paper,Size-26.5 x 15 CM)	1800 nos.	
10.	"Polling Officer-2 " Signboard with ECI logo. (200 GSM glossy Yellow Colour paper,Size-26.5 x 15 CM)	1800 nos.	
11.	"Polling Officer-3 " Signboard with ECI logo. (200 GSM glossy Yellow Colour paper,Size-26.5 x 15 CM)	1800 nos.	
12.	Notice u/s 31(1)(a) of Conduct of Election Rules, 1961 Signboard with ECI logo. (200 GSM glossy Yellow Colour paper,Size-26.5 x 15 CM)	1800 nos.	
13.	"Male" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper,Size-26.5 x 15 CM)	1800 nos.	
14.	"Female" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper,Size-26.5 x 15 CM)	1800 nos.	
15.	"Entry" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper,Size-26.5 x 15 CM)	1800 nos.	
16.	"Exit" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper,Size-26.5 x 15 CM)	1800 nos.	

Sl.	Item	Quantity required	Rate Quoted per piece /packet
17.	"Polling Agent" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper, Size-26.5 x 15 CM)	1800 nos.	
18.	"You are under CCTV Surveillance" Signboard with ECI logo. (200 GSM glossy Yellow Colour paper, Size-26.5 x 15 CM)	7200 nos.	
19.	Ordinary Pencil A1 Deep black HB)	1800 nos.	
20.	Pencil Sharpener	1800 nos.	
21.	Ball Pen –Blue	5400 nos.	
22.	Ball Pen- Red	1800 nos.	
23.	Ball Pen-silver white	1800 nos.	
24.	1 packet containing 8 nos. of Blank white Paper sheets A-4 size	1800 packets	
25.	1 Packet containing 25nos. of Pins	1800 packets	
26.	1 packet containing 6 sticks of Sealing Wax	2300 packets	
27.	Fevicol MR-white adhesive gum paste (8 grams)	1800 nos.	
28.	Blade	1800 nos.	
29.	Packet containing 4 nos. of Candle sticks(size-7.5 inch long with 0.5 inch thick)	1800 packets	
30.	Thin twine thread ( 20 metres/15 grams ) Roll	1800 rolls	
31.	12 inch Metal Rule	1800 nos.	
32.	Packet containing 3 sheets of Carbon Paper	1800 packets	
33.	Cloth/rag for removing oil etc.-1 meter each	1800 meter.	
34.	Packet containing 3 nos. of packing paper sheets –A3 size	1800 packets	
35.	Paper cups	1800 nos.	
36.	Rubber Stamp with arrow creoss mark	1800 nos.	
37.	packet containing 24 pieces of drawing Pins	1800 packets	
38.	Packet containing 24 pieces of Rubber bands	1800 packets	
39.	1 inch size Transparent adhesive tape	1800 nos.	
40.	Metal seal for Presiding Officer	1800 nos.	
41.	Battery based (removable/ changeable ) LED lamps (ceiling price Rs.500/-)	1800 nos.	

DEO & Collector, Jajpur